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TAB D

LIVING QUARTERS

In some underdeveloped areas it may be necessary that the Agency buy living quarters for use of agents but whenever possible the individual should be responsible for obtaining his living quarters and should be reimbursed in the form of a nonaccountable allowance based upon an annual review of known and estimated costs. Also, whenever possible, quarters should be obtained through the cover organization with reimbursement, if required, at Headquarters. In any event, where quarters, or a quarters allowance, is an entitlement of a staff agent or is a part of the contractual agreement with a career agent or contract agent the procedure should be to obtain quarters through cover or provide a suitable allowance, and purchase only as a last resort. If we are to reduce the administrative workload in this area, the Agency should not be responsible for leasing, repairing, maintaining and accounting for living quarters for agents.

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